Space Available Travel Initiative (SpATI) Personnel Training Brief

Purpose:

Ensure Personnel office is trained and understands its role by explaining:

1. **Eligibility**
2. **Responsibilities**
3. **Procedures**

Overview

- Assumptions
- Eligibility
- Procedures
- Responsibilities
- Audit Trail

Assumptions

- Normal space-A rules will apply when member selects the space-A option. **Member must be on leave to sign up** and will be in Category 3 space-A status, as will dependent(s). This necessitates the leave in conjunction with TDY/TAD statement on the orders.

- **The** test will last one year **beginning no earlier than 1 Feb 00.**

Eligibility

Personnel who are eligible to travel under the rules of this program must meet the following criteria:

- Sponsor must be active duty military; assigned to Aviano, Livorno, or Vicenza; or one of the GSUs attached to the three locations and located in Italy
- Sponsor must be tasked with a CONUS TDY that is 30 days or longer.
- Sponsors must be “sole caregiver” for dependent child(ren) under the age of 19 years or any dependent incapable of self care because of a mental or physical incapacity. “Sole caregiver” is defined as the only capable adult family member living in the household, has custody of dependent(s), and the member is solely responsible for their logistical, medical, or financial support
- Dependent(s) must be command sponsored.
- **Sponsor(s) must have authorization of their unit commander** to participate in this program.

Procedures

1. Eligible Service Member is identified for a TDY to CONUS, lasting 30 days or more.

    a. Personnel offices attach a Commander's Authorization Memo to Allocation Notice for eligible Service Members *(Attachment 1).*

    b. Unit Training Manager quality controls Allocation Notices to ensure Commander's Authorization Memo is attached, when applicable.

2. Service Member requests Commander sign the Memo.
3. Commander authorizes or denies Service Member participation.
4. Commander ensures Service Member is counseled on Entitlements and Responsibilities.
5. Commander prepares authorization memorandum.

Procedures (Continued)

6. Service Member returns signed authorization memorandum to personnel office.
7. Personnel office ensures:

   a. authorization statement is placed in "Remarks" section of the TDY/TAD orders *(Attachment 2)*.

   b. orders include authorization for leave in conjunction with TDY/TAD.
8. Service Member executes long term TDY and returns to PDS. 2.

Responsibilities: Personnel Office

- Define eligibility of dependent(s) to participate in this program based on commander recommendations; and the duty status of members traveling space-A to meet the intent of this program.
- Include Commander's Authorization memo with all Allocation Notices for eligible Service Members.
- Discuss program with the members.
- Authenticate eligibility and approval for participation by including the statement located at attachment 2 in the member's special orders for the applicable TDY/TAD.
- Orders will also include authorization for leave in conjunction with TDY/TAD.
- Develop a process to ensure eligible members are aware of the SpATI program and, when the member meets program requirements, that the eligibility statement is included in the member's orders.

Responsibilities: Commander

- Ensure respective unit personnel meet eligibility requirements of this program.
- Brief each member thoroughly on all aspects of the program.
- Ensure eligible personnel have funds and leave to support the movement, in case space-A does not meet required timelines for arriving at the TDY/TAD location.
- Through the survey provided to service members interested in the program, ensure collection of data from personnel that do and do not participate.
- Provide collected information to HQ USTRANSCOM/J-4 LTP, Ms. Hutt. The surveys will be self-addressed and can be sent through the distribution system.

Responsibilities: Traveler

- Ensure they have sufficient funds and/or leave to properly recover if they select the space-A option and are either removed from a flight (rotated) or they do not get manifested on an aircraft quickly enough to meet their TDY/TAD arrival date.
- Ensure their unit/personnel orders processing sections add the appropriate statement in the “remarks” section of their orders.
- Complete a survey answering questions regarding their test experiences after their return and forward it to HQ USTRANSCOM J4/LTP (Ms. Hutt), 508 Scott Dr, Room 264C, Scott AFB, IL 62225-5357. The surveys will be self-addressed and can be sent through the distribution system. Travelers must ensure travel orders include authorization for leave in conjunction with TDY/TAD. This statement will simplify procurement of tickets in support of this travel.

Audit Trail

All surveys will be sent, by the command, to
HQ USTRANSCOM / J4 / LTP (ATTN: MS HUTT)
508 SCOTT DR., ROOM 264C
SCOTT AFB, IL 62225-5357

Any support section that finds a misplaced survey can get it to the responsible command or mail it with explanation to the above address.

Attachment 1 Commander's Approval Letter

{DATE}

MEMORANDUM FOR PERSONNEL SERVICES

Subject: Approval to Participate in Space Available Test Initiative (SpATI)

_____(Rank, name and SSAN) has been approved for participation in the SpATI program. This individual is the sole caregiver for command sponsored dependent(s), has been selected to participate in a CONUS TDY that is 30 days or longer, and has sufficient leave and resources to meet the qualifications of this program. Member will travel with the following dependents: (provide name, birth date, passport number and SSAN of each dependent accompanying the member.)

Return to Procedures slid

{NAME, Rank, Service}

{Title}

Attachment 2
Orders "Remarks" Section Statement

"Member is participating in the SpATI program, dependent(s) (specify name, birth date, and SSAN of each) is/are authorized travel with military member either Space-A or cash reimbursable Space-R."

Return to Procedures slid

POCs

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